

# OFFICIAL GAZETTE

## GOVERNMENT OF GOA, DAMAN AND DIU

### GOVERNMENT OF GOA, DAMAN AND DIU

Local Administration and Welfare Department

#### Notification

7-18-70-LSG

In exercise of the powers vested under Legislative Diploma No. 1984 dated 14-4-1960, the Administrator of Goa, Daman and Diu is pleased to make the following rules regulating the Recruitment of persons to Group B, Group C and Group D in the Institute of Public Assistance (Providoria), Panaji.

1. **Short title.** — These rules may be called the Institute of Public Assistance Recruitment Rules, 1978.

2. **Application.** — These rules shall apply to the posts specified in column 1 of the Schedule to these rules.

3. **Definitions.** — In these rules unless the context otherwise requires:

a) 'Institute' means the Institute of Public Assistance (Providoria) with headquarters at Panaji.

b) 'Secretary' means Secretary to the Government of Goa, Daman and Diu In-charge of Institute of Public Assistance.

c) 'Director' means Director of the Institute of Public Assistance.

d) 'An employee' means any person appointed to one of the post mentioned in the attached schedule.

e) 'Government' means the Government of Goa, Daman and Diu.

4. **Number, classification and scale of pay.** — The number of posts, classification of the said posts and the scales of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule.

5. **Method of recruitment, age limit and other qualifications.** — The method of recruitment to the said posts, age limit, qualifications and other matter connected therewith shall be as specified in Columns 6 to 12 of the aforesaid Schedule,

Provided that, (a) the maximum age limit specified in the schedule in respect of direct recruitment may be relaxed in the case of candidates belonging to Scheduled Castes/Scheduled Tribes and such other communities as specified by Government from time to time.

6. **Power to relax.** — Where the Administrator is of the opinion that it is necessary or expedient so to do, he may, by order, for reason to be recorded in writing relax any of the provisions of these rules in respect of any category of persons/posts specified in the Schedule.

7. **Reservation of posts.** — 5% of the posts should be reserved to the persons belonging to the Scheduled Castes/Tribes in accordance with the orders issued by the Government from time to time. In case suitable Scheduled Caste/Tribe candidates are not available the posts should be filled up by the candidates of other communities.

8. **Probation.** — Every person recently recruited or promoted in the Institute's services will ordinarily be on probation for a period of 2 years and this period may be extended for a suitable period to be determined by the Director. The services of an employee on probation can be terminated with one month's notice, if the employee's work and/or conduct are found to be unsatisfactory by the Director. An employee promoted from a lower grade to a higher grade will be liable to be reverted without notice at any time within one year from such promotion if his work and/or conduct are found to be unsatisfactory.

9. **Transfers.** — The Director will be empowered to effect transfers of the employees appointed against Group III & Group IV posts mentioned in the schedule, and/or if he is not satisfied with the working of the employee, from the Institute of Public Assistance to other Institutions under its control or vice-versa, and from one Institution to another.

10. **Selection committee.** — The Selection Committee shall consist of (1) Director; (2) Under Secretary in-charge of the Institute; and (3) Administrative-cum-Accounts Officer of the Institute. The Selection Committee should also function as Promotion Committee.

11. **Effect of the rules.** — These rules are subject to modification by the Government and shall come into force with effect from the date of their publication in the Official Gazette and will relate to appointments to the various posts made on or after this date.

By order and in the name of the Administrator of Goa, Daman and Diu.

E. N. Rodrigues, Under Secretary (Revenue).

Panaji, 19th October, 1978.

SCHEDULE

Name of posts	No. of posts	Classification	Scale of Pay	Whether Selection Post or non-Selection Post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer, and percentage of the vacancies to be filled by various methods	In case of recruitment, by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be made	If a DPC exists, what is its composition	Circumstances in which U. P. S. C. is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
1. Adm-cum-Accts. Officer.	1	Group-B	Rs. 840-40-1000-EB-40-1200	Selection	N. A.	N. A.	N. A.	N. A.	By transfer on deputation.	By transfer on deputation an officer of the rank of Deputy Director of Accounts/Accts. Officer from the Accounts Cadre of Govt. of Goa, Daman and Diu. Period of deputation not exceeding 3 years.	N. A.	N. A.
2. Programme Officer (Asst. Director Prog. & Planning)	1	Group-B	Rs. 650-30-740-35-880-EB-40-960	Selection	30 years or below	1. Graduate of a recognised University. 2. Diploma in Social Work. 3. Experience in Welfare Work for 3 years. <i>Desirable:</i> Knowledge of Konkani/Marathi/Gujrathi.	Age—No. Qualification Yes. However, the condition of qualification may be relaxed in case of candidates otherwise experience suitable.	2 years	By promotion failing which by direct recruitment.	Welfare Officer In-charge with 3 years experience in the grade.	Yes Group-B D.P.C./D.S.C.	N. A.
3. Welfare Officer/Incharge	2	Group-C	Rs. 550-20-650-25-700	Selection	30 years or below	1. Graduate of a recognised University. 2. Diploma in Social Work. 3. Experience in Welfare Work for 3 years. <i>Desirable:</i> Knowledge of Konkani/Marathi/Gujrathi.	Age—No. Qualification Yes.	2 years	By promotion failing which by direct recruitment.	The Steward/Stewardess of Asylum institution with 5 years experience in the grade.	Yes Group-C D.P.C./D.S.C.	N. A.
4. Head Clerk	1	Group-C	Rs. 425-15-500-EB-15-560-20-700	Selection	N. A.	N. A.	N. A.	N. A.	Promotion.	Upper Division Clerk/Jr. Stenographer having at least 3 years experience in the grade.	Yes Group-C D.P.C.	N. A.
5. Accountant	1	Group-C	Rs. 425-15-560-EB-20-640	Selection	N. A.	N. A.	N. A.	N. A.	Promotion failing which transfer on deputation.	Accounts Clerk/Cashier having at least 3 years standing in the grade, failing which deputation of suitable Accountant	Yes Group-C D.P.C.	N. A.

6. Supervisor for Balwadis	1	Group-C	Rs. 425-15-500-EB-15-560-20-700	Selection	30 years and below	1. Graduate of a recognised University. 2. Experience in Welfare Work. <i>Desirable:</i> Experience in management of Balwadis. Knowledge of Konkani/Marathi/Gujrathi.	Age—No. Qualification Yes. However, the condition of the qualification may be relaxed in case of candidates otherwise suitable.	N. A.	Promotion failing which by direct recruitment.	Teacher with 5 years service in the grade.	Yes Group-C D.P.C.	N. A.
7. Upper Division Clerk/Clerk/ Accounts Clerk	6	Group-C	Rs. 330-10-380-EB-12-500-EB-15-560	Selection	N. A.	N. A.	N. A.	N. A.	Promotion.	Lower Division Clerk/Social Worker having at least 3 years standing in the grade.	Yes Group-C D.P.C.	N. A.
8. Cashier	1	Group-C	Rs. 330-10-380-EB-12-500-EB-15-560	Selection	N. A.	N. A.	N. A.	N. A.	Promotion.	Lower Division Clerk/Social Worker having at least 3 years standing in the grade. <i>Desirable:</i> Experience in handling cash.	Yes Group-C D.P.C.	N. A.
9. Junior Stenographer	1	Group-C	Rs. 330-10-380-EB-12-500-EB-15-560	N. A.	30 years or below	1. S. S. C. E. or equivalent qualification. 2. Speed of 100 w.p.m. in Shorthand and 35 w.p.m. in Type writing in English.	Age—No. Qualification Yes.	2 years	By direct recruitment.	The Departmental candidates may be allowed to compete with the candidates sponsored by the Employment Exchange.	Yes Group-C D.P.C./D.S.C.	N. A.
10. L.D.C./Social Worker	15	Group-C	Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-400	Non-Selection	30 years or below	1. S. S. C. E. or equivalent qualification. 2. Speed of 30 w.p.m. in typing English.	Age—No. Qualification Yes.	2 years	Promotion 12½% failing which by direct recruitment. Direct recruit 87½%.	Promotion from Employees of Group D.	Yes Group-C D.P.C./D.S.C.	N. A.
11. Supervisor (Printing and allied work)	1	Group-C	Rs. 260-6-290-EB-326-8-366-EB-8-390-10-400	Selection	30 years or below	1. Middle standard in English or equivalent. 2. One year experience in designing block making printing etc.	Age—No. Qualification Yes.	2 years	By promotion failing which by direct recruitment.	Promotion from Group D employees or verifiers with 3 years experience in the grade.	Group-C D.P.C./D.S.C.	N. A.
12. Printers	2	Group-C	Rs. 260-6-326-EB-8-350	Non-Selection	30 years or below	1. Middle standard in English or equivalent. 2. One year experience in a printing press as printer.	Age—No. Qualification Yes.	2 years	By promotion failing which by direct recruitment.	Promotion from Group D employees with 3 years experience in the grade.	Group-C D.P.C./D.S.C.	N. A.

from Accounts cadre of Government of Goa, Daman & Diu (Deputation will normally be for 3 years).

1	2	3	4	5	6	7	8	9	10	11	12	13
13. Binder cum Helper	1	Group-D	Rs. 196-3-220-EB-3-232	Selection	30 years or below	<p><i>Essential:</i> Literate.</p> <p><i>Desirable:</i> Experience in binding.</p>	N. A.	2 years	By direct recruitment.	N. A.	Group-D D.S.C.	N. A.
14. Peon	4	Group-D	Rs. 196-3-220-EB-3-232	Selection	30 years or below	Middle class or equivalent preferably with English.	N. A.	2 years	By direct recruitment.	N. A.	Group-D D.S.C.	N. A.
15. Verifier	3	Group-C	Rs. 260-6-326-EB-8-350	Non-Selection	30 years or below	Middle class or equivalent preferably with English, experience in verifying.	No.	2 years	By promotion failing which by direct recruitment.	Suitable group D employees with 3 years experience in the grade.	Group-D D.S.C.	N. A.
16. Drivers	3	Group-C	Rs. 260-6-326-EB-8-350	Selection	30 years or below	Middle class or equivalent, valid driving licence unblemished record of driving experience.	Age — No. Qualification Yes.	2 years	Promotion failing which by direct recruitment.	Suitable group D employees with 3 years experience in the grade.	Group-C D.P.C./D.S.C.	N. A.
17. Steward/ Stewardess.	9	Group-C	Rs. 330-10-380-EB-12-500-EB-15-560	Selection	30 years or below	<p>1. Graduate of a recognised University.</p> <p>2. Diploma in Social Work.</p> <p><i>Desirable:</i> Experience in Social Welfare agency as residential or field worker.</p>	Age — No. Qualification Yes.	2 years	50% by promotion failing which by direct recruitment and 50% by direct recruitment.	Asst. Steward/Asst. Stewardess with 5 years experience in the grade.	Group-C D.P.C./D.S.C.	N. A.
18. Asst. Steward/Asst. Stewardess.	10	Group-C	Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-400	Selection	30 years or below	<p>1. S. S. C. E. or equivalent qualification.</p> <p>2. Speed of 30 w.p.m. in typing in English.</p> <p><i>Desirable:</i> 1 year experience in Social Welfare agency in residential institution or field worker.</p>	N. A.	2 years	Direct recruitment.	N. A.	Group-C D.S.C.	N. A.
19. Teacher	1	Group-C	Rs. 330-10-380-EB-12-500-EB-15-560	Selection	30 years or below	<p>1. Graduate of recognised University.</p> <p>2. K. G. diploma.</p>	N. A.	2 years	Direct recruitment.	N. A.	Group-C D.S.C.	N. A.
20. Fibre Instructor	1	Group-C	Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-400	Selection	30 years or below	<p>1. Middle Class or equivalent in English.</p> <p>2. 1 year experience in fibre work.</p>	N. A.	2 years	Direct recruitment.	N. A.	Group-C D.S.C.	N. A.
21. Craft Teacher	1	Group-C	Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-400	Selection	30 years or below	<p>1. Middle class or equivalent in English.</p> <p>2. 1 year experience in cutting and tailoring.</p>	N. A.	2 years	Direct recruitment.	N. A.	Group-C D.S.C.	N. A.

22. Carpen- tary Ins- tructor	1	Group-C	Rs. 260-6- -290-EB- -6-326-8- -366-EB- -8-390- -10-400	Selection	30 years or below	Middle class or equiva- lent.  1 year course from re- cognised institution or at least 5 years experi- ence in carpentary work.	N. A.	2 years	Direct recruitment.	N. A.	Group-C D.S.C.	N. A.
23. Caning teacher	1	Group-C	Rs. 260-6- -290-EB- -6-326-8- -366-EB- -8-390- -10-400	Selection	30 years or below	Middle class or equiva- lent in English.  Experience in cane work of all types.	N. A.	2 years	Direct recruitment.	N. A.	Group-C D.S.C.	N. A.
24. Servants	33	Group-D	Rs. 196-3- -220-EB- -3-232	Selection	30 years or below	Literate.	N. A.	2 years	Direct recruitment.	N. A.	Group-D D.S.C.	N. A.
25. Cook/ /Asst. Cook	11	Group-D	Rs. 196-3- -220-EB- -3-232	Selection	30 years or below	Literate.	N. A.	2 years	Direct recruitment.	N. A.	Group-D D.S.C.	N. A.
26. Sweeper/ /Mali	5	Group-D	Rs. 196-3- -220-EB- -3-232	Selection	30 years or below	Literate.	N. A.	2 years	Direct recruitment.	N. A.	Group-D D.S.C.	N. A.
27. Watch- man	4	Group-D	Rs. 196-3- -220-EB- -3-232	N. A.	30 years or below	Minimum height 54" and chest measurement 31"-33" Literate. Know- ledge of local lan- guages.	N. A.	2 years	Direct recruitment.	N. A.	Group-D D.S.C.	N. A.
28. Staff Nurse	10	Group-C	Rs. 425-15- -560-EB- -640	N. A.	30 years or below	Certificate of 'A' Grade in Nursing.  <i>Desirable:</i> Knowledge of local lan- guages.	N. A.	2 years	Direct recruitment.	N. A.	Group-C D.S.C.	N. A.

## Law Department (Establishment)

## Notification

3-1-77/Elec.

The following Notification No. 56/78(6) dated 19-10-78 issued by the Election Commission of India, New Delhi is hereby republished for general information.

K. C. D. Gangwani, Chief Electoral Officer.

Panaji, 27th October, 1978.

## Election Commission of India

New Delhi, Dated 19th October, 1978  
Asvina 27, 1900 (Saka).

## Notification

S. O. — Whereas the Election Commission of India has decided to register the organisation with the name and style "Bharatiya Socialist Party" as a political party under the provisions of paragraph 3 of the Election Symbols (Reservation and Allotment) Order, 1968;

Now, therefore, in pursuance of clause (c) of sub-paragraph (1) and sub-paragraph (2) of paragraph 17 of the said Symbols Order, the Commission hereby makes the following amendment to its notification No. 56/78(1), dated 25th January, 1978 published as S.O.41(E) in the Gazette of India, Extraordinary, Part II, Section 3 — Sub-section (ii), dated 25 January, 1978, as amended from time to time, namely —

In the Table appended to the said notification after entry 40; the following entry shall be inserted:

## "41. Bharatiya Socialist Party —

1. Andhra Pradesh
2. Bihar
3. Gujarat
4. Himachal Pradesh
5. Kerala
6. Madhya Pradesh
7. Maharashtra
8. Orissa
9. Rajasthan
10. Uttar Pradesh
11. West Bengal and
12. Delhi

[56/78(6)]

By order,

(V. NAGASUBRAMANIAN)

Secretary

## Notification

3-1-78/Elec.

The following notification No. 56/78-(7), dated 28-10-1978 issued by the Election Commission of India, New Delhi, is hereby published for general information.

K. C. D. Gangwani, Chief Electoral Officer.

Panaji, 7th November, 1978.

## Election Commission of India

'Nirvachan Sadan' Ashok Road,  
New Delhi-1 dated the 28-10-1978

## Notification

S. O. In exercise of the powers conferred by rules 5 and 10 of the Conduct of Elections Rules, 1961 and clause (d) of sub-paragraph (1) and sub-paragraph (2) of paragraph 17 of the Election Symbols (Reservation and Allotment) Order, 1968, the Election Commission of India hereby makes the following further amendment in its notification No. 56/78, dated the 25th January, 1978, published as S. O. 40(E) in the Gazette of India, Extraordinary, Part II, Section 3(ii), dated the 25th January, 1978, which shall be deemed to have been made with effect from 16th October, 1978, namely —

In Table 3 appended to the said notification, against item No. 8 Karnataka, under column 2 the following entries shall be added: —

15. Flower
16. Ladder
17. Pair of Pigeons
18. Car
19. Tiger
20. Umbrella
21. Peacock
22. Charkha
23. Deer
24. Drum
25. Cock
26. Horse

[No. 56/78-(7)]

By Order

(T. NAGARATHNAM)

Secretary.